



## **Academic Support Job Family: Research Aide Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

### **GENERIC JOB PROFILE SUMMARIES**

<b>Research Aide I INDIVIDUAL CONTRIBUTOR</b>	<b>Research Aide II INDIVIDUAL CONTRIBUTOR</b>	<b>Research Aide III INDIVIDUAL CONTRIBUTOR</b>	<b>Research Aide IV INDIVIDUAL CONTRIBUTOR</b>
Assist in gathering and organizing data in support of a variety of research projects; conduct web-based literature review or search for related research as directed.	Provide routine data collection and preparation and assist with data analysis under established protocols.	Gather research data and/or assist with lab testing; manage data collection; assist in synthesizing and interpreting results of analyses.	Organize and combine research and survey data utilizing a variety of sources; compile and analyze experimental results and/or conduct a variety of laboratory testing.
Enter data into database and/or spreadsheets; conduct library searches and telephone surveys and mailings.	Enter data into databases and check accuracy; assist in developing questionnaires and surveys.	Organize and format databases; assist in developing questionnaires and surveys.	Assist in developing, modifying, and maintaining databases and data collections; create and maintain complex reports derived from various sources and databases.
Scheduling interviews; assist in conducting routine preset surveys and/or interviews.	Assist in conducting routine surveys and/or interviews; answer straightforward questions pertaining to study and data collection methods and tools; arrange and distribute sample collection materials.	Conduct routine surveys and/or interviews; answer questions pertaining to study, data collection methods and tools; arrange and distribute sample collection materials.	Conduct surveys and/or interviews; assist in developing procedures for study and data collection methods and tools; arrange and distribute sample collection materials.
Order supplies.	Order supplies; assist in preparation of purchase orders and track receipt and storage of supplies.	Order supplies and maintain inventory; prepare purchase orders and track receipt and storage of supplies.	Ensure inventory fulfillment; monitor purchasing orders/records and track project related expenses.

Research Aide I INDIVIDUAL CONTRIBUTOR	Research Aide II INDIVIDUAL CONTRIBUTOR	Research Aide III INDIVIDUAL CONTRIBUTOR	Research Aide IV INDIVIDUAL CONTRIBUTOR
Gather data as requested for reporting and publications.	Summarize data and provide progress reports to collaborators for reporting and publications.	Document data findings; assist in preparing data for project reports and proofread articles for publication.	Document and analyze data findings; collaborate with principle investigator in development of project reports and publications.
	May assist with gathering data for budgets and grant proposals.	Track and monitor grant submissions; assist in gathering data for budgets and grant proposals.	Organize and summarize financial data and monitor grants; assist the principle investigator in preparing budgets and grant proposals.
	Provide guidance to students and/or temporary workers for laboratory procedures.	Provide computer and laboratory procedural training for staff.	Provide computer software and laboratory procedural training for staff; coordinate work activities of research support staff, including student assistants.
Maintain lab equipment and sample collection materials.	Schedule and perform routine maintenance on lab equipment and sample collection tools; coordinate service calls for non-routine maintenance.	Schedule and perform maintenance on lab equipment and sample collection tools; coordinate service calls for non-routine maintenance.	Coordinate maintenance for lab equipment and sample collection tools.
Adhere to safety and disposal protocols.	Adhere to safety and disposal protocols.	Adhere to safety and disposal protocols.	Maintain and ensure safety and disposal protocols.
Assist with coding procedures.	Assist with coding procedures to perform qualitative and quantitative data analysis.	Assist with development of coding schemes to perform qualitative and quantitative data analysis.	Participate in the development of coding schemes to perform qualitative and quantitative data analysis.
	Provide support for events and workshops; assist with gathering of event materials.	Assist with the organization of project events and workshops; assemble materials; build relationships with potential data collection sites.	Oversee organization of project events and workshops; may represent University at events and encourage and facilitate communication from stakeholders.
		Assist in completing procedural compliance documentation (ie. IRB for human subjects).	Complete procedural compliance documentation (ie. IRB for human subjects).

### JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10815 RESEARCH AIDE I, BAND A	10816 RESEARCH AIDE II, BAND B	10817 RESEARCH AIDE III, BAND C	10818 RESEARCH AIDE IV, BAND D
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school diploma and up to 1 year relevant experience or equivalent combination	High school diploma and up to 2 years relevant experience or equivalent combination	Associate's Degree and up to 2 years relevant experience or equivalent combination	Associate's Degree and 2 to 4 years relevant experience or equivalent combination
IMPACT	Affects immediate department	Extends beyond department	Extends beyond department	Extends beyond college/unit
CONTACTS - INSIDE	Assist others Cooperation of task completion	Assist others Cooperation of task completion	Coordinate activities Contribute to group projects	Coordinate activities Contribute to group projects
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

<b>FACTOR PROFILE</b>	<b>10815 RESEARCH AIDE I, BAND A</b>	<b>10816 RESEARCH AIDE II, BAND B</b>	<b>10817 RESEARCH AIDE III, BAND C</b>	<b>10818 RESEARCH AIDE IV, BAND D</b>
<b>SUPERVISION</b>	None given	None given	None given	None given
<b>COMPLEXITY</b>	Entire field tasks	Entire field tasks	Focus on an entire field	Focus on an entire field
<b>LEVEL OF DECISION MAKING</b>	Responsible for making routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits
<b>FREEDOM OF ACTION</b>	General supervision Proceeds alone on regular tasks Refers questionable situations to the supervisor	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress
<b>SUPPORT SKILLS – WRITING</b>	Provide standard responses to inquires	Provide standard responses to inquires	Provides a non-standard response or prepares written material that requires some research	Provide response for which few prototypes exist or prepare written information that requires extensive research
<b>SUPPORT SKILLS – COMPUTER</b>	Use business or technical programs for data input or word processing to create documents or reports	Use business or technical programs for data input or word processing to create documents or reports	Uses a variety of business or technical programs to complete information management or production tasks	Uses a variety of business or technical programs to complete information management or production tasks
<b>WORKING CONDITIONS - PHYSICAL</b>	Lift less than 10 lbs.	Lift less than 10 lbs.	Lift less than 10 lbs.	Lift less than 10 lbs.

<b>FACTOR PROFILE</b>	<b>10815 RESEARCH AIDE I, BAND A</b>	<b>10816 RESEARCH AIDE II, BAND B</b>	<b>10817 RESEARCH AIDE III, BAND C</b>	<b>10818 RESEARCH AIDE IV, BAND D</b>
<b>WORKING CONDITIONS - VISUAL</b>	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention
<b>WORKING CONDITIONS - HAZARD</b>	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.